



Enrolment Form 18/19

Please complete form using black or dark blue ink only. Payment, proof of concession or a letter from the employer must accompany this form. Incomplete forms will not be accepted. Please ensure that all sections have been completed. This form is also available in Welsh.

Surname		Forenames		Title	Date of Birth	Surname on your 16th birthday	
					/ /		
Nationality (as on Passport)			Date of original entry into UK (if non UK/non EU)			/ /	
			If non UK/non EU, do you have indefinite leave to remain/enter?			Yes	No
Gender	Male		Female		Other		
Domicile (country of permanent residence)				National identity			

Address		Employment details		Employed (excluding self-employed)	
		Short-term unemployed		Long-term unemployed	
		Self-employed			
Postcode		Economically inactive (excluding FT education and training)			
Telephone No		Full-time education or training			
Mobile No		Other (including part-time education or training)			
Email		If employed, how many hours in a typical week do you work?			
National Insurance Number		Employer Name			
		Employer Postcode			

Which school did you last attend?		Year left school	

Course code	Course title	Start date	Total course fee
1.			
2.			
3.			

Preferred language of communication		Welsh		English	
Welsh Speaker (please tick)		Fluent		Welsh speaker not fluent	
				Not a Welsh speaker	
Highest Welsh language qualification achieved (Please Tick)		Level 1 (GCSE D-G)		Was this qualification a Welsh First Language or a Welsh Second Language qualification?	
Pre-entry Level		Level 2 (GCSE A*-C)		First	Second
Entry Level		Level 3 or higher (Level A, AS)		I have no Welsh Language qualification.	

Do you have a disability or learning difficulty? Please tick if you feel that this impacts on your ability to learn or use general facilities		Visual impairment (21)	
No disability (91)	Physical and/or medical disability (23)	Speech, language & communication difficulties (27)	
Autistic Spectrum Disorder (26)	Severe learning difficulties (29)	Dyspraxia (34)	
Dyscalculia (33)	Profound and multiple learning difficulties (30)	General Learning Difficulties (36)	
Behavioural, emotional and social difficulties (24)	Hearing impairment (22)	Dyslexia (32)	
Multi-sensory impairment (25)	Moderate learning difficulties (28)	Attention Deficit Hyperactivity Disorder (35)	

Ethnic origin (please tick)							
White (11)		Asian-Indian (31)		Other Asian background (39)		Other mixed background (49)	
Black Caribbean (21)		Asian-Pakistani (32)		Mixed - White & Black Caribbean (41)		Arab (50)	
Black African (22)		Asian-Bangladeshi (33)		Mixed - White & Black African (42)		Other ethnic background (80)	
Other Black Background (29)		Chinese (34)		Mixed - White & Black Asian (43)			

This section is to be completed by fee paying learners only.

Fee Details - Who is responsible for paying your fees? (please tick) If this section is empty, the student will be invoiced.

No fee		Sponsor/Employer	
Self		Sponsor/Employer's Name	
Other (please state)		Sponsor/Employer's Address (including postcode)	
Staff Development			
Staff Development Code			
		Sponsor/Employer's Tel No	

Contact details in the event of an emergency	Name	
Telephone No		Mobile No

Finance	Tuition Fee	£	Additional College Information			
Less 50% concession on Tuition Fee (if claiming) Proof of entitlement must accompany this form		(£)	<p>The College has a duty of care to all students and staff. In view of this, all applicants are required to declare any criminal convictions.</p> <p>All information will be treated as sensitive data under the General Data Protection Regulation (GDPR) and dealt with in accordance with the College Equal Opportunities Policy. A satisfactory enhanced DBS check is required before enrolling on certain courses.</p> <p>Do you have any unspent convictions (excluding motor offences)? If YES, please provide further information in writing and address to Director of Learner Experience, Grŵp Llandrillo-Menai.</p>			
Type of Concession						
Exam Fee (No concession available)		£				
Total Fee Payable		£				
Instalment Plan: Paying by Instalments* (*Only if Total Fee Payable is more than £100)	Yes	No				
Amount of deposit paid		£				
Standing order form completed	Yes	No	Yes	No		

Learner Declaration - I have read, understood and agree with the declaration on the next pages.

Learner's signature		Date	/ /	Please note Personal Tutor (if different)
Tutor's signature		Tutor's name		
Tutor Declaration - This learner has been interviewed and approved for the course(s) indicated.				

Office Use Only - Received Date	Learner ID	Quick - Date	Input Initials
Full - Date	Input Initials	Scan - Date	Input Initials
			Finance Stamp

Declaration:

I agree to comply with the rules and policies of Grŵp Llandrillo Menai (including plagiarism, bullying and harassment, fees, disciplinary, ICT Usage Policy and attendance policies), abide by the provisions of the Health and Safety at Work Act and to conform to the no smoking policy on all Grŵp Llandrillo Menai premises. I agree to pay all fees as they become due, and to the release of information concerning my progress, achievement and attendance to my Sponsor, Training Provider or Employer where I am released from work to attend the course as appropriate and to my parent/guardian if I am under 18 on the first day of my learning programme. I confirm that I remain liable for the full fee if I withdraw early from a course where a fee is payable. I agree that should I fail to pay all fees and charges as they fall due, I will become liable for all administration costs incurred by Grŵp Llandrillo Menai in recovering my debt. Should my sponsor/employer not pay my fees as agreed, I will be liable to pay these fees as they become due. Grŵp Llandrillo Menai uses the data on this form to assess student learning needs and will send some of the information it holds about you to the Welsh Government and other approved users which may include academic researchers, public and commercial bodies. Such personal data is treated in confidence and will not be disclosed to any third party except where the college is required to do so by law or to plan support. For a full copy of the Grŵp Llandrillo Menai privacy notice please see the Grŵp Llandrillo Menai website www.gllm.ac.uk

The learning programme you are about to enrol on is funded either directly by the Welsh Government or part funded via the European Social Fund (ESF) (through the Welsh Government). Taking part in this programme is dependent on you providing personal data. The Welsh Government will be the data controller for the personal information it receives. The Welsh Government will use this data to carry out its public task in the administering and monitoring of its funds. Other information will be kept by your learning provider to administer the programme. If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be retained by your learning provider for ESF audit purposes, a sample will be sent to Welsh Government. For a full list of personal and special category data used by the Welsh Government please visit www.wales.gov.uk/llwr for the full privacy notice.

What will the Welsh Government use your information for?

The Welsh Government will use your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications). It will also be used in statistics and research about post-16 learning. Your data will also be linked for research purposes to other educational records held by the Welsh Government such as the Pupil Level Annual Schools Census, the Welsh Examinations Database and Higher Education Statistics Authority, and to other records held by UK Government such as employment data, so that the Welsh Government can calculate learner destinations measures and also understand the impact of post-16 provision on wider outcome. Any statistics published by the Welsh Government are anonymised, meaning that individual learners cannot be identified.

Your rights and choices

Under the General Data Protection Regulation (GDPR) you have the right to: access the personal data the Welsh Government holds on you, require the Welsh Government to rectify inaccuracies in that data, object to processing on grounds relating to your particular situation (in some circumstances), restrict processing (in some circumstances), have your data erased (in certain circumstances), lodge a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection.

How long will the Welsh Government keep your information?

Data Type	Data Retention Period	Data Uses
Further Education and Adult Community Learning	Your data will be deleted after 10 years	This enables the Welsh Government to analyse funding and create reports over a period of time. These reports can be used to help inform policy decisions or to forecast future funding.
Work Based Learning	Your data will be deleted 10 years after the end of the contract period	
Welsh For Adults	Your data will be deleted after six years	Where learning is ESF funded, data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European Union.

Contacts

For further information about the information which Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer
Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

dataprotectionofficer@gov.wales

To contact the Information Commissioner's Office, please see details below:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

<https://ico.org.uk/>

Notifications of changes

If we are going to use your data in a different way from that stated at the time of collection, you will be notified. All of the Welsh Government's processing will be in compliance with the extant data protection legislation. Updates to the privacy notice will be available on our website. Visit www.wales.gov.uk/llwr for a full copy of the Privacy Notice.

What personal information about you is collected and used by the Welsh Government?

Some of the data collected by providers about you and sent to Welsh Government for the LLWR will be personal data and/or special category data as defined in the General Data Protection Regulation which includes:

Personal Data

A unique learner identifier (created by the Welsh Government), A learner Identifier number (created by your learning provider), Surname, Forename(s), Address, Postcode, Telephone number, National Insurance Number, Gender, Surname at 16, Date of birth, National identity, The last school you attended, The year you left school, A unique learner number (created by the Learning Records Service). Additionally there is data about you which is defined as special category data. Providing this data is optional and will include; Ethnicity, Disability type, Health condition. This personal/special category data will be used across all Post 16 learning within Further Education, Work Based Learning, Adult Community Learning and Welsh for Adults.

How will your data be used by the Welsh Government?

- For administration purposes, to ensure the data we collect about you is stored correctly, securely and to a high standard of quality
- To help make decisions on current and future policies for post-16 learning
- To help the Welsh Government allocate and monitor funding of post-16 learning, including learning which is jointly funded by the European Social Fund
- To give auditors the information they need to do their job
- To enable providers to resolve any data issues they may have on their systems
- To help monitor equality and diversity in post-16 learning across Wales
- In analysis and research, where we will sort through the data to identify patterns and similarities. This will allow Welsh Government to make future improvements to post-16 learning
- To produce anonymous official statistics on post-16 learning in Wales
- For ad-hoc requests for analysis from stakeholders and the general public
- To enable learning providers to measure and compare their own performance
- By third party contractors to carry out data analysis and linking, so that we can calculate performance measures
- By third party contractors working on research and evaluation commissioned by the Welsh Government
- By other researchers who may access anonymised data with the approval of Welsh Government

Who does the Welsh Government share your data with?

Currently the Welsh Government shares your data with these third party organisations:

- Qualifications Wales
- Careers Wales
- Estyn
- HEFCW
- NHS Wales Information service (NWIS) and Secure Anonymised information linkage (SAIL)
- UK Government Department for Education

The following third party contractors commissioned by the Welsh Government to carry out evaluations and research:

- Evaluation contractors
- Learning and work institute
- Arad Consulting
- IFF Research

The following third party contractors who carry out data matching and analysis:

- London Economics Ltd
- FFT Education Ltd

Data Sharing Agreements

The Welsh Government will have a formal data sharing agreement in place whenever we share your data with a third party. Part of the agreement means the third party will have to sign a confidentiality agreement in relation to your data to show that they operate satisfactory information security procedures and that they destroy their copies of your data when it's no longer needed. They can only use your data for the reason they sign up to and nothing else. All copies of data transfers are logged and recorded.

Security Arrangements for your data held by the Welsh Government

The data the Welsh Government collects about you will be stored in an access controlled secure database which is regularly tested for safety and integrity.

The data you supply will also be used by the Learning Records Service only to issue you with an ULN and share information about your learning with organisations linked to your education and training. Further details of how your data is processed and shared can be found at <https://www.gov.uk/education/learning-records-service-lrs>

I confirm that I have fully read the information on the document and agree that all data is correct. I fully agree to the Individual Learning Plan and confirm that I have started the learning activities on the dates approved. I also confirm that I am aware of no issues that will prevent me from completing the programme.